

**NOTICE**

There is a job opening for the Bay County **DIVISION ON AGING**.

JOB TITLE:               **COOK (PART-TIME, VARIABLE LOCATIONS)**

RATE OF PAY:           **\$10.63 per hour entry, progressing to  
\$12.53 per hour after 6 years (TS04)**

U.S.W., part-time position. Hours are variable, up to approximately 25 hours per week.

**GENERAL SUMMARY:**

Under the direct supervision of the Home Services Manager, prepares volume meals for the Federal Nutrition Program, using planned menus and standard recipes according to assigned work schedules. May be moved from one work location to another.

**TYPICAL DUTIES:**

1. Reviews menu and work orders and establishes foodstuffs needed for each meal component.
2. Responsible to see that the food prepared daily is done according to the required menu and standard recipes.
3. Participates in routine tasks such as paring vegetables, preparing salads, baking; any other needed food preparation.
4. Responsible for seeing that portion control is maintained for congregate and home delivered meals.
5. Utilizes normal kitchen utensils and equipment such as slicers, knives, mixers, ovens, blenders, grinders and steamers.
6. Responsible for maintaining all food and health rules in accordance with Michigan Public Health Code.
7. Responsible for seeing that the kitchen area and all equipment is kept clean and meets the standards according to Michigan Public Health Code.
8. Confers with the Home Services Manager and Lead Cook, receiving instructions on procedural changes, special meals and so forth. Reports irregularities in equipment, ingredients and kitchen operations.
9. Keeps records of ingredients used, portions prepared and general dietary concerns.
10. May be assigned to other cooking locations, when needed.
11. Cleaning of pots, pans, kitchen and equipment.
12. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
13. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:**

1. Must have basic skills and knowledge of quantity (50-800 meals) food preparation.
2. Needs to have ability to keep accurate records. Ability to count amount of food necessary for day's menu.
3. Must be able to understand cooking terminology and follow standard recipes.
4. Must have proven math skills to convert standard recipes to other quantities, when necessary.
5. Must have the ability to utilize normal kitchen utensils and equipment such as slicer, mixers, blenders, ovens, etc.
6. Ability to lift foods weighing up to 35 pounds to a height of up to 5 - 5 ½ feet into top of ovens and steamer. Ability to transfer pans of food in and out of equipment and lift mixing bowls with food weighing approximately up to 30 pounds. Lift boiling water for gravy, pasta weighing from 5 to 30 pounds; ability to lift foods i.e. muffins, cakes on sheet pan, muffin tins in and out of ovens, (top shelf). Must have aforementioned ability with or without reasonable accommodations.
7. Have chopping, slicing dexterity to do food preparation in assigned amount of work day time and ability and knowledge of use of said equipment for each job.

Applicants may be required to take written and/or other examinations.

Make application at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121, no later than **4:00 p.m. Tuesday, October 12, 2010.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."